



Installing SIGNAGE

WHAT IS IN THE LOCAL PLANNING POLICY FOR SIGNAGE?

The Local Planning Policy 6 (LPP6) for Signage aims to guide the design and placement of signage by enhancing visual amenity, and streetscape character, consideration of heritage character, and safety requirements and site-specific design. The policy does not regulate signage content provided the sign is not offensive. The policy does not require approval for content changes. For further detailed specifications refer to the LPP6 on the City's Website.

DO I NEED DEVELOPMENT APPROVAL?

In accordance with Local Planning Scheme No. 2 (LPS2), any signage affixed to a building requires development approval. In cases where a specific type of sign or advertisement is not defined in the LPP6 or the LPP2, it will be assessed based on the Scheme's objectives.

HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL?

Your application for Development Approval for **Signage** must include the following:

- A completed City of Kalgoorlie-Boulder Development Approval Form 1, signed by the legal owners and applicant.
- Payment of the application fees.
- A current Certificate of Title.
- A Site Plan (1:100 or 1:200 scale) of the property showing where the signage will be located.
- Elevation plans (1:100 or 1:200 scale) of the signage.

These requirements and a list of additional information required are detailed on the Signage Checklist (2023), which must be returned to the City of Kalgoorlie-Boulder with your application.

WHAT HAPPENS AFTER I SUBMIT AN APPLICATION?

Once we receive your application, it will be assigned to a Planning Officer. You will receive correspondence within 7 days from when your application is received acknowledging receipt of your application.

After the Planning Officer has reviewed your application and determined that sufficient information has been provided, the landowners adjoining your property will be given the appropriate notification time as per the City Policies to comment on your application. Once the notification period has ended, the City assesses your application against the relevant policies.

FURTHER INFORMATION:

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9021 9600 or by email at mailbag@ckb.wa.gov.au